# Final Clean Up

These are the areas you will be using and the tasks to be done to leave the house in good condition. Your final act of service to us will be the preparations you make for the group that will be coming after you. You can use this form to assist you in delegating these responsibilities to the members of your group.

**Chore Coordinator** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This person will communicate with the person who is hosting about the condition of the areas and any needs the group has in accomplishing these tasks. Be sure all areas have been cleaned to the recommendations listed below and that all personal items have been removed.

**Kitchen** (Sweep & mop floor; wash and put away dishes; wipe-down countertops; remove all trash):

1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Refrigerator** (Remove all food; clean entirely; Needs to be completely empty for the next group coming):

1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Pantry** (Remove group food; organize shelves; sweep floor; remove recycling):

1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Dining Room** (Sweep floor; wipe-down tables & chairs; clean windows; dust):

1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Bathroom** (Sweep & mop floor; clean toilets, shower stalls & sinks; wipe-down counter-top & other surfaces; remove trash):

1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Dorm Rooms** (Remove all personal bedding from beds but leave fitted sheets belonging to Good Works. (If someone slept on fitted sheet, leave it balled up on the bed. Let the person hosting know and they will get you another fitted sheet to replace it.) Remove trash, check under beds, vacuum):

1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Front Living Room** (Vacuum; dust; clean windows; clean & straighten furniture):

1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Porches & Yard** (Pick-up & discard trash; sweep porches & straighten furniture; clean table; pick up yard toys & games. Check for shoes!):

1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Picnic Shelter** (Sweep, hose down if necessary, clean off tables, remove trash, straighten tables):

1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Grills** (Gas turned off, clean out grease trap, wipe down inside and outside of grill, covers on grills, cooking tools put away – request assistance if needed):

1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

A note about personal items: Because of the large number of groups and people coming to Good Works, we are not able to discern what items left behind belong to which groups. If you believe that something has been forgotten, please call us and we will look into it. If we find the item, we can send it to you. (A donation to cover postage costs would be very much appreciated.)